



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

SHERIFF'S HUMAN RESOURCES ADMINISTRATOR

Class No. 000264

■ CLASSIFICATION PURPOSE

To manage, plan and coordinate all functions within the Sheriff's Human Resources Services Bureau, and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Sheriff's Department. Under policy direction of the Sheriff and general supervision of the Undersheriff, the Sheriff's HR Administrator is responsible for all functions of the Human Resources Services Bureau including: personnel management, recruitment, training, background investigations, payroll administration, career path assessment, risk management, internal affairs and labor relations.

■ FUNCTIONS

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Directs and supervises subordinate personnel responsible for the management of all functional areas within the Human Resources Services Bureau.
2. Serves as a member of the Sheriff's Department's Executive Management Team in the review and establishment of policies and procedures for carrying out the department's goals and objectives.
3. Directs the development, preparation, and implementation of the Human Resources Services Bureau budget, including the review and analysis of division budget requests, development of justification for budget proposals, and the management of expenditures and revenues.
4. Directs and evaluates complex studies pertaining to a variety of administrative and operational problems, and develops and implements effective solutions.
5. Develops and directs implementation of policy and procedure changes resulting from changes in legislation, procedures, or departmental policy.
6. Directs the preparation of rules and regulations, general and special orders, operating procedures, and policy statements for the Human Resources Services Bureau.
7. Prepares, reviews, and approves detailed correspondence and reports.
8. Represents the Sheriff and/or the Undersheriff in contacts with other governmental agencies and concerned community groups, and at meetings, conferences, public functions, and committee meetings as assigned.
9. Confers with and coordinates the activities of subordinate managers within the bureau to ensure bureau functions are meeting the overall needs of the department.
10. Observes the operations of all divisions within the Human Resources Services Bureau to ascertain the efficiency of operations, the morale and discipline of employees, and the condition of physical facilities and equipment.
11. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Principles and practices of management necessary to plan, analyze, develop, direct and evaluate programs, administrative policies, organizational structures and law enforcement problems.
- Principles and modern methods of law enforcement administration, including organization, fiscal management, budgetary preparation and controls, program planning, implementation and administration.
- Principles and practices of supervision, training, and general administration.
- Organization, operations, policies, and procedures of law enforcement/corrections agencies.
- Rules and regulations of the Civil Service Commission.
- Wage and salary administration.
- Contract management and monitoring.
- Grievance procedures and dispute resolution techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, organize, direct, coordinate and supervise the work of professional staff through subordinate managers within the Human Resources Services Bureau.
- Formulate, recommend, and implement departmental policies, rules, and procedures.
- Communicate effectively both orally and in writing.
- Resolve complaints and function effectively in challenging situations.
- Train and evaluate subordinates.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a bachelor's degree in personnel management, public administration, business administration, or a closely related field; AND, five (5) years of professional personnel experience in a large agency or department, preferably a law enforcement agency. Previous experience must have included two (2) years at a management level administering the personnel functions of a public agency or organization.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

### Working Conditions

Office environment; exposure to computer screens.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation that may include a psychological, polygraph or other examination or test.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: December 17, 1999**

**Reviewed: Spring 2004**

Sheriff's Human Resources Administrator (Class No. 000264)

Union Code: NE

Variable Entry: Y